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# Oakland Mills Community Association

## Village Board Meeting Minutes

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045

**Board Members:** Jonathan Edelson, Chair ~ Kay Wisniewski, Vice-chair,  
Lynn-Steven Engelke, Architectural Committee Chair  
Judy Gottsagen ~ Bill McCormack Jr. ~ Paul Verchinski  
Virginia (Ginny) Thomas, Columbia Council Representative

**September 12, 2017**

### **OMCA Regular Board Meeting**

**Mr. Edelson** called the regular meeting of the OMCA Board of Directors to order at 7:07 p.m.

**Present:** Jonathan Edelson, Board Chair; Kay Wisniewski, Vice-chair; Lynn Engelke, AC Chair; Ginny Thomas, Columbia Council Rep; Bill McCormack Jr. (arrived at 7:15); Paul Verchinski; Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant.

**Absent:** Judy Gottsagen

**Also Present:** See resident list

### **Opening of Meeting**

- **Ms. Wisniewski** motioned to accept the August 22, 2017 OMCA Board meeting minutes (ATTACHMENT "A"). **Ms. Engelke** seconded, and the motion passed (3-0-1).
- **Ms. Wisniewski** motioned to accept the September 12, 2017 OMCA Board meeting agenda (ATTACHMENT "B"). **Ms. Engelke** seconded, and the motion passed (4-0-0).

### **Resident Remarks**

Dawn Czahor, President of the Allview Area Civic Association (AACA), introduced herself. **Mr. Edelson** said Ms. Czahor is working with the OMCA Education Committee on behalf of the AACA to make a joint redistricting plan.

### **New Business**

#### ***Board Member Remote Attendance at OMCA Board Meetings***

- **Ms. Cederbaum** mentioned other board's rules for remote attendance at Board Meetings and received policies from CA and Owen Brown. She said that boards are not prohibited from allowing remote attendance and that they should make their own policy.
- **Mr. Edelson** asked if the Board wanted a policy for remote attendance. The Board discussed equipment options.
- **Ms. Engelke** asked under what circumstances the Board would allow remote attendance. **Mr. Edelson** pointed out that here is a rule in the guidelines that if a Board member misses four consecutive meetings, they abdicate their seat. This would require caution about Board members just calling in.
- **Ms. Wisniewski** asked if a phone-in would count towards a quorum. **Ms. Cederbaum** answered that the Board would need to set the policy for what a quorum is.
- **Ms. Engelke** said remote attendance should only be used under extenuating circumstances.

- **Ms. Thomas** said Vantage House has a great phone/speaker system if the Board needs an example.
- **Ms. Cederbaum** pointed out that the Board would need to determine their own policy.
- **Mr. Verchinski** suggested Skype or Facetime.
- **Mr. McCormack** suggested consulting the Maryland Open Meetings Act as listed on Maryland Attorney General Brian Frosh's website.
- **Mr. Edelson** asked who could research this issue and present a proposal to the October 10<sup>th</sup> OMCA Board meeting. It was agreed that **Ms. Cederbaum** should.

## Old Business

### *White Acre/Basket Ring Streetscape*

- **Mr. Edelson** asked for Board member feedback on the streetscape proposal presented on Aug. 22 by Randy Clay, Howard County, DPZ.
- **Ms. Engelke** questioned why the plan is essentially the same as what was proposed three years ago. She pointed out that building the streetscape without resolving the issue of truck parking on White Acre would be pointless.
- **Ms. Cederbaum** asked when the decision to delay the Santiago/Stevens Forest streetscape plan was made. She said that Stevens Forest/Santiago is the gateway to Oakland Mills Village and should be the priority.
- **Mr. Edelson** said that he liked the design but that the streetscape should be extended from Basket Ring all the way to Thunder Hill. Mr. Edelson will share the plans with Nancy Thompson, Talbott Springs Elementary School Principal, and ask for comments based on the fact that TSES will be rebuilt and that may change the ingress/egress and parking along Basket Ring.
- **Mr. Edelson** asked that **Ms. Cederbaum** draft a letter to the county summarizing the Board's support of streetscape options as follows: capital funding applied to the Stevens Forest/Santiago streetscape down to White Acre as phase 1 and capital funding for the White Acre to Thunder Hill as phase 2.

### *Board Vacancy*

Ms. Wisniewski reported that the Board Vacancy subcommittee has identified three qualified applicants whose properties are all compliant with OM Covenants:

Jill Edelson, Stevens Forest  
 Christ Esoldo, Thunder Hill  
 Andrew Riel, Thunder Hill

She said the subcommittee will do a preliminary interview of all three candidates on September 13<sup>th</sup> and then present the names of two candidates for the board to consider. The board will interview the two candidates beginning at 6:30 on September 26<sup>th</sup> in an open session and vote by closed ballot on their selection on Sept. 26. The new member will be seated beginning with the October 10, 2017 meeting. The board concurred with this process.

### *School Redistricting*

**Mr. Edelson** discussed the new alternative scenario for school redistricting, which now keeps the Oakland Mills community together. He said that approval for the construction of a new Talbott Springs Elementary School changes redistricting plans for TSES and SFES. He has asked the AAC if they are redistricting only for 2018 or if they can make plans to move students between SFES and TSES effective in 2021 after the new TSES is built. He said he has not received an answer yet.

## Board Chair Report

### *OM High School and Middle School Community Integration*

- **Mr. Edelson** met with the principals of OMMS and OMHS, at their request. At the meeting, the principals expressed their desire to interact more with the community—especially with community members who do not have students at OMHS/OMMS. Mr. Edelson invited the principals to attend both the October and December OMCA Education Committee meetings. Their focus will be on working with the OM School Cluster to improve students' math test scores. He said the OMHS and OMMS principals would also like feedback on how they can integrate their schools more into the community. They want future students from feeder schools to feel comfortable that they know OMHS and OMMS.
- **Mr. McCormack** encouraged people to foster sports teams and players. A discussion ensued about sports programs at OMHS, OMMS, and Oakland Mills elementary schools.

### *Stevens Forest Elementary School Front Island Area*

- **Mr. Edelson** thanked **Ms. Thomas** for working with CA on landscape improvements to the open space along Stevens Forest Road near Stevens Forest ES and for ideas about improving the SFES front island landscaping.

### *Education*

- **Mr. Edelson** reported that HCPSS Interim Superintendent Michael Martirano submitted his capital improvement plan to the Board of Education. The plan still includes TSES's expansion to 640 seats. Questions remain about the newly introduced expansion of foreign language immersion when TSES is rebuilt and the impact on redistricting walkers to TSES from the current polygon 96. **Mr. Edelson** also reported on the accelerated construction of HS13 in Elkridge. He said there are two proposed sites for the high school: Rockburn Park and Mission Road. He said OM and Allview should try to come up with a joint plan keeping current Allview area students at Oakland Mills HS.
- **Mr. Edelson** said that the Board of Education will hold its public hearings on redistricting at the end of October and beginning of November.

### *CCR Report*

- **Ms. Thomas** reported that the CA budget hearing would take place on Thursday, September 14th.
- Regarding the Paris (climate) Agreement, **Ms. Thomas** said that she and others have been trying to get the Columbia Council to issue a public statement supporting the Agreement. She is also pushing for a CA climate advisory committee. She would like to see CA issue a report on how it would like to comply with the Agreement.
- **Ms. Thomas** said that one of her objectives is to have CA staff present quarterly reports on Open Space assessments.

### *Manager's Report*

- **Ms. Cederbaum** gave her manager's report (ATTACHMENT "C"). She also handed out the FY18 1<sup>st</sup> Quarter Financial Report (ATTACHMENT "D") for the Board to review. **Mr. Wisniewski** motioned to accept the FY18 First Quarterly Financials as presented by **Ms. Cederbaum**. **Ms. Engelke** seconded, and the motion passed (5-0-0).
- **Ms. Cederbaum** said The Other Barn will be closed for rentals in 2018 from mid-January to mid-February when the elevator, electrical wiring, and lighting will be replaced.
- **Ms. Cederbaum** suggested that the Board make a resolution at the September 26<sup>th</sup> Board meeting to recommend that the County rename the pedestrian bridge "Bridge Columbia."

## Committee Reports

### *Safety and Security*

**Mr. Edelson** referred to **Ms. Gottsagen's** printed Safety and Security report (ATTACHMENT "E")

### *Housing Committee Report*

- **Mr. McCormack** presented his report on Holly Court HOA driveway issues (ATTACHMENT "F"). He said that Holly Court has been unable to repair its driveway because residents did not vote affirmatively to support an assessment increase for the cost of the repairs. He mentioned that some of the streets in some HOA communities are designated as Howard County streets while others are private streets. This is due to the arrangements between the County and developers when the communities were first built. **Mr. McCormack** asked if he and the Holly Court HOA Board could put together a list of scenarios they are faced with and present this to the OMCA Board.
- **Mr. Edelson** suggested that it would be good to consult with the HC Office of Law to know if there is some reason it is not feasible for the County to take over private HOA roads.

### Board Bulletin Board

- **Mr. Verchinski** said the next BWI Roundtable meeting will be September 19<sup>th</sup> at 7:00 p.m. He said Maryland Governor Larry Hogan has asked the MD State Attorney General, Brian Frosh, to litigate against FAA for the change in flight patterns. **Mr. Verchinski** asked **Ms. Thomas** to advocate for CA to take a position on the issue. **Ms. Thomas** agreed that it would be good for CA to send a letter of support for the attorney general and governor.
- **Mr. McCormack** suggested changing the name of the Public Spaces Advisory Committee to the Open Space committee, in line with CA Open Space. He said he would be willing to co-chair the committee with Gerry Witte. A discussion ensued. **Mr. McCormack** moved to rename the Public Spaces Advisory Committee the "Open Space Committee," with an emphasis on open spaces, with Gerry Witte and Mr. McCormack as co-chairs of the committee. **Mr. Edelson** seconded the motion, and the motion passed 5-0-0. **Ms. Wisniewski** asked if the newly formed committee would also deal with public space issues such as broken cable boxes and downed light poles. **Ms. Engelke** asked if the committee could be named the Open and Public Space Committee. After more discussion by the Board, **Mr. McCormack** agreed to both Ms. Wisniewski's and Ms. Engelke's suggestions to handle public space issues and the name "Open Space and Public Space Committee." The Board agreed to the change.
- **Ms. Engelke** said she would be meeting with realtors on a bus tour of Oakland Mills and will provide compliance and covenant information. She also said she would be working with our Covenant Advisors to discuss ways to inform residents of the compliance process and application process, especially when selling their homes. She said she would be attending a CA event called Legacy of Columbia on September 19<sup>th</sup> and that she will report back to the Board about the event. She said she will display a Renew, Rehab, Restore poster at the September 23<sup>rd</sup> Bike About. She encouraged Board members to attend the Covenant Legal Training meeting on September 25<sup>th</sup>. She also said two realtors have been asked to come to the Renew, Rehab, Restore workshop to speak to attendees about the added real estate value of trees.
- **Ms. Cederbaum** said Officer Lopez will be meeting with apartment managers at The Other Barn on September 14<sup>th</sup>.

**Mr. Edelson** adjourned the OMCA Board meeting at 9:07 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



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Judy Gottsagen ~ Bill McCormack Jr. ~ Paul Verchinski  
Virginia (Ginny) Thomas, Columbia Council Representative

**August 22, 2017**

### OMCA Regular Board Meeting

**Mr. Edelson** called the regular meeting of the OMCA Board of Directors to order at 7:01 p.m.

**Present:** Jonathan Edelson, Board Chair; Kay Wisniewski, Vice-chair; Lynn Engelke, AC Chair; Ginny Thomas, Columbia Council Rep; Judy Gottsagen; Bill McCormack Jr.; Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant.

**Absent:** Paul Verchinski

**Also Present:** See resident list

### Opening of Meeting

- **Ms. Wisniewski** motioned to accept the August 8, 2017 OMCA Board meeting minutes (ATTACHMENT "A"). **Mr. Edelson** seconded, and the motion passed (4-0-0). **Mr. McCormack** was not in the room for the vote.
- **Ms. Engelke** motioned to amend the August 22, 2017 OMCA Board meeting agenda and hold a closed session of the RAC at the end of the regular OMCA Board meeting (ATTACHMENT "B"). **Ms. Gottsagen** seconded, and the motion passed (5-0-0).

### New Business

#### *Update and Discussion of Streetscape Projects*

- Randy Clay of the Howard County Department of Planning and Zoning gave a presentation on the proposed streetscape of White Acre Rd. between Stevens Forest Rd. and Basket Ring Rd. The proposal calls for a new bike lane, a median with ornamental trees, pedestrian access points, and storm water management devices. Discussion ensued regarding extending the streetscape from Basket Ring to Thunder Hill Road and prior conversations with the Talbott Springs Elementary School Principal. OMCA will revisit this with school administrators. The design of the streetscape is at 90% right now, but after community discussion and County input, the design will be brought to 100%. Funding for the project was approved in June 2017.
- Mr. Clay opened the floor for questions. **Ms. Engelke** asked where bike riders will go when the bike lane ends at TSES. Mr. Clay answered that they would share the lane with vehicles. **Mr. Edelson** mentioned the new TSES school construction and asked if the streetscape in front of TSES could be revisited after the new school is finished. Mr. Clay answered yes. **Mr. Engelke** asked about the below-level bio-retention areas. Mr. Clay said those areas will be concave basins that will contain material that can filter storm water to improve drainage and water quality. **Mr. Edelson** asked if the County plans to keep those bio-retention areas clean. Mr. Clay answered that it will be the responsibility of individual

property owners to keep them clean. The County will only manage bio-retention areas below-level. Mr. Clay said that the County will speak with the owners of The Verona (Housing Authority) and Shadow Oaks about keeping those areas clean.

- **Ms. Cederbaum** asked if the bio-retention areas are only at the intersections. Mr. Clay said yes, they are located at strategic points that gather storm water, not all along the streetscape. **Ms. Cederbaum** asked if the curbs would be raised. Mr. Clay answered that the current mountable curbs would be replaced by barrier curbs. **Ms. Cederbaum** asked if the County can restrict the size and weight of industrial trucks that park along the curb on White Acre. Mr. Clay said he would defer that question to the County. A resident pointed out that the trucks would probably park in the bike lanes. Kim Pruium, special assistant to County Councilmember Dr. Calvin Ball said the police should issue citations if trucks park in bike lanes and pedestrian walkways. Mr. Clay said there is ample parking available and that the community could help truck drivers find a place to shelter their vehicles. A discussion ensued about options for industrial vehicle parking. A resident and **Ms. Engelke** expressed concern that if the trucks are allowed to continue to park along White Acre, they could ruin the streetscape.
- A resident asked about the new CA pathway that runs behind Shadow Oaks. Mr. Clay said that the path could possibly be shifted north to White Acre Rd. so the current path could be opened for private development.
- **Mr. Edelson** asked what steps need to be taken between now and ground breaking for Phase I of the streetscape. Mr. Clay answered that he would be meeting with the coordinators of Public Works, the Office of Transportation, etc. before bringing the issue back to the community again to ask for input. Once the design is at 100%, construction will begin in June of 2018. **Ms. Cederbaum** asked about funding for the Stevens Forest streetscape. Mr. Clay answered that funding has only been allocated for the intersection of White Acre and Stevens Forest, not for Stevens Forest Rd. from White Acre to Santiago (Phase II). The County is waiting for redevelopment of the village center.

### ***Pedestrian Bridge Closure***

- **Ms. Cederbaum** said County Councilmembers Jen Terassa and Dr. Calvin Ball sent a letter to County Executive Kittleman and Clive Graham of the Department of Transportation asking about shuttle service between Oakland Mills and downtown Columbia. She shared information from County Executive Kittleman's reply letter. As of now, no shuttle will be provided to pedestrians who normally use the bridge. Free bus passes are, however, available to those pedestrians. A discussion ensued about problems people might face riding the bus. A resident noted that the bus routes were changed so commuting between downtown Columbia and Oakland Mills Village Center would only take 15 minutes. **Mr. Edelson** said that 15 minutes is about the equivalent of walking to downtown using the bridge. Questions were raised about how to obtain free bus passes and start/stop times for buses. **Mr. Edelson** said that bus schedule hours may need to be extended to accommodate pedestrians who need to get to work. **Ms. Cederbaum** listed actions needed: find out how free buses will be distributed, bus schedule hours, and the installation of bike racks on buses. **Ms. Cederbaum** said she send the concerns addressed at the meeting to the County.

### **Old Business**

#### ***Board Vacancy***

- **Ms. Wisniewski** moved to form a 3-member task force, headed by the OMCA Vice-Chair that will
  - 1) Solicit letters of interest from residents qualified to fill the vacant seat on the OMCA Board;
  - 2) Conduct a preliminary review of applicants; and
  - 3) Present the names of the top two candidates to the Board for consideration and interviews at the September 26, 2017 meeting.

**Ms. Engelke** seconded. A discussion ensued. **Ms. Wisniewski** and **Ms. Cederbaum** said publicity will

go out by the Grist, email, Facebook pages, etc. **Mr. Edelson** requested that an official solicitation be created for publicizing the call for letters of interest. **Mr. Edelson** said that when the task force presents the two candidates to the Board, the candidates should be qualified in regards to Covenant compliance. **Ms. Wisniewski** said that was why her motion included the word “qualified” to describe candidates. “Qualified” would include persons whose properties are Covenant compliant.

- **Ms. Wisniewski** asked which Board members would be interested in serving on the Task Force. **Ms. Engelke** and **Ms. Gottsagen** said they would like to serve on the Task Force. **Mr. McCormack** declined to serve on the Task Force. A vote was taken, and the motion passed (4-0-1). **Mr. McCormack** voted against.

### ***FY 19/20 CA Budget Discussion***

- **Mr. Edelson** reviewed the previous Board meeting’s discussion of the issue. **Ms. Cederbaum** referred to the revised budget request (ATTACHMENT “C”). **Mr. Edelson** will present OMCA’s requests at the CA work session on the FY19/FY20 Budget. **Ms. Cederbaum** said it will be September 14<sup>th</sup>.

### ***School Redistricting***

- **Mr. Edelson** discussed the new alternative scenario for school redistricting, which now keeps the Oakland Mills community together. He said that approval for the construction of a new Talbott Springs Elementary School changes redistricting plans for TSES and SFES. He has asked the AAC if they are restricted to redistricting only for 2018 or if they can make plans to move students between SFES and TSES effective in 2021 after the new TSES is built. He said he has not received an answer yet.

### ***Board Chair Report***

- **Mr. Edelson** reported that an all-chair meeting was held on August 21<sup>st</sup>, with six of the ten village Board chairs attending. It was originally planned that they would talk about the assessment share, but there was not much discussion on the subject. **Mr. Edelson** praised **Ms. Cederbaum** for making sure she was prepared for the meeting. **Mr. Edelson** asked what happens next. **Ms. Thomas** said there will be a public meeting on September 14<sup>th</sup> and a CA Board discussion of the Assessment Share Committee’s final report on September 28<sup>th</sup>. **Ms. Cederbaum** expressed concern that villages would not see the new draft of the assessment share. **Ms. Thomas** said she would find out more about the timeline.
- **Mr. Edelson** said Howard County Community College is organizing its annual a 5k run. HCCC asked if each village could send a team sponsored by village center commercial management companies. OMCA has not received any information thus far from HCCC.

### ***CCR Report***

- **Ms. Thomas** mentioned the September 14<sup>th</sup> CA Board work session. She said anyone can speak out at the CA work sessions and Board meetings.
- **Ms. Thomas** said that Inner Arbor Trust will meet Sept. 28<sup>th</sup>. There will be an update on CA Sports and Fitness facilities at the CA Board meeting on Oct. 26<sup>th</sup>. At the Nov. 9<sup>th</sup> work session, New Town Zoning will be discussed, and the CA Board will hear consultants’ recommendations. **Ms. Cederbaum** asked what time the meetings start. **Ms. Thomas** answered that they start at 7:30, but if you want to speak, you should come at 7:00 to sign in.
- **Ms. Thomas** reported that CA is considering signing the Paris climate agreement. **Ms. Wisniewski** asked what the ramifications would be of signing, how it would affect CA. **Ms. Engelke** suggested putting together a list of what we’ve done that shows that we support the agreement.
- Regarding CA issues, **Ms. Cederbaum** said The Other Barn will be getting a new roof. Second, a Covenant Process Session has been scheduled on September 25<sup>th</sup> at Historic Oakland and that invitations would be sent out soon to Oakland Mills. Third, the CA has a calendar on its website that it has been maintaining for the villages, but nothing is on the calendar. This will be changed to a calendar link on the CA website that the individual villages can put their events on. Event and Facilities

Coordinator Brigitta Warren will be updating Oakland Mill's CA calendar info.

### **Manager's Report**

**Ms. Cederbaum** referred to her printed report (ATTACHMENT "D").

### **Committee Reports**

#### ***BWI Roundtable***

**Ms. Edelson** referred to **Mr. Verchinski's** printed BWI report. (ATTACHMENT "E").

#### ***Safety and Security***

- **Ms. Gottsagen** gave her Safety and Security report (ATTACHMENT "F"). She said she has seen security guards at the Village center and has seen police patrolling. **Mr. Edelson** said he has also seen foot patrols.
- **Ms. Gottsagen** said she is putting together a fire safety workshop. She also said she has gotten people for the Oakland Mills Fall Festival. **Ms. Cederbaum** added that it would be good to get a hands-on CPR dummy. **Ms. Gottsagen** said she would work on getting the dummy.
- **Ms. Engelke** thanked **Ms. Gottsagen** for organizing the successful Coffee with a Cop. **Ms. Gottsagen** said that people requested an evening meeting, so she is looking to organize an evening Coffee with a Cop in the spring.

#### ***Architecture Committee***

**Ms. Engelke** presented Tom Dudek's statistical report on 2016 Letter of Compliance Requests and follow-up. (ATTACHMENT "G").

#### **Board Bulletin Board**

- **Ms. Wisniewski** made the following resolutions:
  1. "The Oakland Mills Village Board hereby salutes Jonathan Edelson for being voted the Maryland PTA Dad of the year for his contributions during the 2016-2017 school year. This annual award recognizes a male PTA member who has made outstanding and exemplary contributions that reflect the purposes of PTAs. As a long-time officer of the Stevens Forest PTA and a member of the Village Board, he has worked to benefit students in all five Oakland Mills public schools. Congratulations, Jonathan!"
  2. "The Oakland Mills Village Board hereby congratulates Ginny Thomas for her Lifetime Outstanding Achievement Award from the Maryland Gerontological Association (MGA) at its June conference. The award recognized for her work and career as a social worker, legislator (at the county and state levels), and volunteer dedicated to improving the quality of life for seniors throughout Maryland."
- **Ms. Wisniewski** said she is developed a performance plan for **Ms. Cederbaum** and will be reviewing it with her. She said she will send it to the Board for their contributions.

The regular OMCA Board open meeting was closed at 9:05 p.m.

**Ms. Wisniewski** motioned to go into a closed session of the Board for a closed Architecture Committee session for consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation.

**Mr. Edelson ended the closed session of the Board at 9:11 p.m.**

**Mr. Edelson** went into open session again and adjourned the OMCA Board meeting at 9:11 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant

Action Items:

Board:

Ms. Wisniewski – forward resolution to Ms. Carpenter

Ms. Wisniewski – forward Village Manager’s Performance Plan to Board

Ms. Thomas – find out the process for Villages to review the revised draft of the Assessment share formula proposal.

Staff:

Ms. Cederbaum – send bridge closure comments, concerns, and recommendations to HC Office of Transportation

Ms. Cederbaum – work with Ms. Wisniewski on advertising board vacancy

Ms. Cederbaum – send budget requests to CA



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**Oakland Mills Community Association  
Village Board**

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045  
**Board Members:** Board Chair, Jonathan Edelson, Board Vice-Chair, Kay Wisniewski  
Architectural Chair, Lynn-Steven Engelke, Judy Gottsagen,  
Bill McCormack Jr., Paul Verchinski  
Columbia Council Representative: Virginia (Ginny) Thomas

**Oakland Mills Board of Directors  
Meeting Agenda  
September 12, 2017  
7:00 p.m.**

**\*REVISED:** Due to unforeseen circumstances or Covenant Advisors Quarterly Reports have been rescheduled for September 26, 2017.

- 7:00 p.m. Opening of meeting**  
Approve Minutes from August 22, 2017 Board Meeting  
Approve Agenda for September 12, 2017 Board Meeting
- 7:05 p.m. Resident Remarks**
- 7:10 p.m. New Business**  
**\*Covenant Advisors Quarterly reports rescheduled for September 26, 2017.**  
**Remote Attendance at OMCA Board Meetings by Board Members, Board Discussion**
- 7:25 p.m. Old Business**  
**White Acre Basket Ring, Board Discussion (follow-up to Aug. 22 presentation)**  
**Vacant Board Seat, update**
- 7:45 p.m. Board Chair Report, Jonathan Edelson**
- 7:55 p.m. Columbia Council Rep. Report, Virginia (Ginny) Thomas**
- 8:05 p.m. Manager's Report, Sandy Cederbaum**  
FY18, 1<sup>st</sup> Quarter Financial Report  
Upcoming Events and Presentations
- 8:20 p.m. Committee Reports**  
**Housing Committee, Bill McCormack**
- 8:30 p.m. Board Bulletin Board**
- 8:35 p.m. Adjourn**

**Upcoming Events – for event details go to <http://oaklandmills.org>**

**All events are held at The Other Barn unless otherwise noted**

**Sept. 12, 6:00 – 7:00 p.m. – OMCA Education Committee**

**Sept. 12, 7:00 p.m. – OMCA Board Meeting**

**Sept. 17, 5:00 – 7:00 p.m. – Jazz in the Mills**

**Oct. 7, 11:00-4:00 p.m.** – Oakland Mills Fall Festival

**Oct. 17, 7:00 p.m.** – Fire Safety Presentation, HC Fire and Rescue

**Oct. 28, 9:30 a.m. – noon** – Renew, Rehab, Restore: Conserving Columbia’s Tree Canopy

DRAFT

## Manager's Report

**Submitted by Sandy Cederbaum on Sept. 8 for the Sept. 12, 2017 Oakland Mills Board Meeting**

Refer to Attached task list for updates on issues the board is following.

**ACTION ITEM:** Discuss and Accept FY18 1<sup>st</sup> Quarter Financials

### **County Issues:**

**Bridge Closure** – Bridge closed on Sept. 5. County received a letter from OMCA with many recommendations to handle closure and most were incorporated into the plan. To date I have not heard of any closure related concerns.

### **CA Issues**

**FY19/20 Budget** – Requests sent to Jane Dembner and Jonathan Edelson will testify at the Sept. 14, 2017 work session.

### **Stream Work Project – New Leaf Court**

Pleased to report that after 4 years, CA has begun stream restoration on the streambed behind New Leaf Court.

**Stevens Forest Tunnel Repairs** – Tunnel is open but CA has some work to do.

### **Facility Related Issues**

Centers all cleaned and repaired for preschool openings and The Village in Howard moving back into SFNC.

**The Other Barn** – Closure for rentals – The Other Barn will close for rentals from mid-Jan. 2018 through mid-Feb. 2018. During this time a new \*elevator will be installed and the electrical wiring will be replaced. Also, Loft soffit lighting will be replaced, and any other repairs that are needed will be done during this timeframe. The office will remain open but during the electrical replacement we will most likely have to close for a few days. We will provide advance notice.

We hope to continue to hold HOA and Board meetings as scheduled and the Sunday church service.

\*Though the new elevator was delivered to CA we have not time without rentals to close the facility for the installation other than mid-Jan. to mid-Feb.

### **Daily Issues that Manager is working on:**

**Bookkeeping, payroll, daily facility and HR issues.**

Payroll, 401K audit and processing, employee HR issues, meeting agendas, and staff meetings along with facility related issues.

Ms. Cederbaum, along with 5 other village managers, met with Congressman Elijah Cummings' District Director, Harry Spikes, and Howard County District Manager, Amy Stratton on August 23, 2017. We each had the opportunity to share topics of importance to our villages. Topics shared included village center redevelopment, funding for school programs (FARM) transportation, rapid growth of downtown, aging in place, covenants, and aging housing stock. Topics were shared; Mr. Spikes listened, and will pass along our comments to Congressman Cummings. They would welcome to attend a village board meeting if invited.

**Oakland Mills Community Association  
The Other Barn  
5851 Robert Oliver Place  
Columbia, MD 21045**

**September 12, 2017**

TO: Jane Dembner, CA Director of Community Planning  
FROM: Sandy Cederbaum, Village Manager, Oakland Mills Community Association  
SUBJ: FY18 1st Quarter Financials

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**Revenues:**

- 2 Leases and Rentals:** Extremely busy 1<sup>st</sup> quarter rentals. Expect this to level off during the next 3 quarters, and especially in the 3<sup>rd</sup> quarter when we are closed for repairs.

**Expenses:**

- 13 Payroll Taxes:** larger payroll due to additional staffing for training new staff and former staff on payroll (training new staff)  
**20 Newsletter:** billing cycle and quarterly statements not in sync  
**26 Repairs and Maintenance:** unanticipated repairs

Input cells

Village: Oakland Mills  
 Fiscal Year: 2018  
 Quarter: 1  
 Date Prepared: 8-Sep-17

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - July 31

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Assessment Share	100,402	100,402	100,402	0	97,517
A. CA Base Assessment	93,707	93,707	93,706	1	90,993
B. CA Medical Reimbursement	6,327	6,327	6,696	(369)	6,206
C. Other CA Reimbursement	368	368	0	368	318
D. Payment to Contingency Fund		0	0	0	
2 Lease & Rental	95,054	95,054	56,450	38,604	85,498
A. Room Rentals	92,325	92,325	55,000	37,325	83,290
B. Leases	664	664	700	(36)	1,293
C. Retained Deposits	2,065	2,065	750	1,315	915
3 Tuition & Enrollment	0	0	0	0	0
A. Classes		0	0	0	
B. Camps		0	0	0	
C. Other		0	0	0	
4 Interest	3	3	13	(10)	3
5 Special Events	5,935	5,935	5,900	35	2,588
6 Fees	70	70	65	5	86
A. Copier	16	16	0	16	14
B. Late Fees		0	0	0	
C. Postage		0	0	0	
D. Notary	32	32	50	(18)	22
E. Other	22	22	15	7	50
7 Miscellaneous	582	582	500	82	866
A. Sales	582	582	495	87	865
B. Newsletter Ads		0	0	0	
C. Catering/Food Service		0	0	0	
D. Other		0	5	(5)	1
8 Gain/loss on Disposal of Asset		0	90	(90)	
<b>Total Income</b>	<b>202,046</b>	<b>202,046</b>	<b>163,420</b>	<b>38,626</b>	<b>186,558</b>

Village: Oakland Mills  
 Fiscal Year: 2018  
 Quarter: 1

DETAILED STATEMENTS OF ACTIVITIES  
 May 1 - July 31

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>EXPENSES</b>					
9 Staff Salaries	90,270	90,270	75,000	15,270	79,073
10 Janitorial Wages	1,856	1,856	1,600	256	1,501
11 Contract Labor	55	55	0	55	
12 Payroll Benefits	9,191	9,191	10,500	(1,309)	10,006
13 Payroll Taxes	7,700	7,700	6,000	1,700	5,970
14 Janitorial Expense	12,260	12,260	12,450	(190)	12,274
A. Cleaning Service	5,729	5,729	6,250	(521)	6,035
B. Setup & Breakdown	5,382	5,382	5,000	382	4,728
C. Floors, Carpets and Windows		0	0	0	
D. Supplies	1,149	1,149	1,200	(51)	1,511
15 Fees	2,992	2,992	3,750	(758)	1,395
A. Accounting		0	0	0	
B. Legal	263	263	300	(37)	
C. Performance		0	0	0	
D. Audit		0	750	(750)	
E. Web	732	732	700	32	
F. Other	1,997	1,997	2,000	(3)	1,395
16 Operating Expenses	1,156	1,156	1,360	(204)	1,464
A. Office Supplies		0	0	0	
B. Program Supplies	633	633	850	(217)	923
C. Cost of Goods Sold	100	100	90	10	100
D. Postage	150	150	150	0	260
E. Staff Development		0	150	(150)	181
F. Catering/Food Service		0	0	0	
G. Other	273	273	120	153	
17 Business Expenses	1,108	1,108	1,100	8	1,099
A. Mileage	315	315	300	15	357
B. Food (Business Meals)	369	369	400	(31)	687
C. Other	424	424	400	24	55
18 Insurance	7,827	7,827	7,200	627	3,678
19 Advertising	1,878	1,878	1,750	128	5,485
20 Newsletter	3,960	3,960	5,640	(1,680)	1,285
21 Other Printing	944	944	1,000	(56)	466
22 Donations/Contributions	0	0	0	0	100
23 Special Events	4,677	4,677	4,600	77	2,261
24 Taxes		0	105	(105)	
25 Utilities	9,431	9,431	8,565	866	9,950
A. Gas & Electric	8,403	8,403	6,890	1,513	8,281
B. Water & Sewer	246	246	525	(279)	663
C. Telephone	782	782	1,150	(368)	1,006
26 Repairs & Maintenance	6,633	6,633	4,750	1,883	1,926
A. Building	5,632	5,632	3,500	2,132	704
B. Equipment	1,001	1,001	1,250	(249)	1,222
C. Rental		0	0	0	
D. Vandalism		0	0	0	
E. Other		0	0	0	
27 Furniture, Fixtures and Equipment	130	130	150	(20)	275
28 Total Expenses Before Depreciation	162,068	162,068	145,520	16,548	138,208
29 Depreciation	1,248	1,248	750	498	1,228
30 Total Expenses	163,316	163,316	146,270	17,046	139,436
Increase/(Decrease) in Unrestricted Net Assets	38,730	38,730	17,150	21,580	47,122

Village: Oakland Mills  
 Fiscal Year: 2018  
 Quarter: 1  
 Date Prepared: 3-Sep-17

**SUMMARY STATEMENTS OF ACTIVITIES**  
**May 1 - July 31**

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>		<u>YTD Prior Year</u>
<b><u>REVENUES</u></b>						
1 CA Assessment Share	100,402	100,402	100,402	0		97,517
2 Lease & Rental	95,054	95,054	56,450	38,604	Requires Comment	85,498
3 Tuition & Enrollment	0	0	0	0		0
4 Interest	3	3	13	(10)		3
5 Special Events	5,935	5,935	5,900	35		2,588
6 Fees	70	70	65	5		86
7 Miscellaneous	582	582	500	82		866
8 Gain/loss on Disposal of Asset	0	0	90	(90)		0
Total Revenue	<u>202,046</u>	<u>202,046</u>	<u>163,420</u>	<u>38,626</u>		<u>186,558</u>
<b><u>EXPENSES</u></b>						
9 Staff Salaries	90,270	90,270	75,000	15,270		79,073
10 Janitorial Wages	1,856	1,856	1,600	256		1,501
11 Contract Labor	55	55	0	55		0
12 Payroll Benefits	9,191	9,191	10,500	(1,309)		10,006
13 Payroll Taxes	7,700	7,700	6,000	1,700	Requires Comment	5,970
14 Janitorial Expense	12,260	12,260	12,450	(190)		12,274
15 Fees	2,992	2,992	3,750	(758)		1,395
16 Operating Expenses	1,156	1,156	1,360	(204)		1,464
17 Business Expenses	1,108	1,108	1,100	8		1,099
18 Insurance	7,827	7,827	7,200	627		3,678
19 Advertising	1,878	1,878	1,750	128		5,485
20 Newsletter	3,960	3,960	5,640	(1,680)	Requires Comment	1,285
21 Other Printing	944	944	1,000	(56)		466
22 Donations/Contributions	0	0	0	0		100
23 Special Events	4,677	4,677	4,600	77		2,261
24 Taxes	0	0	105	(105)		0
25 Utilities	9,431	9,431	8,565	866		9,950
26 Repairs & Maintenance	6,633	6,633	4,750	1,883	Requires Comment	1,926
27 Furniture & Fixtures	130	130	150	(20)		275
28 Total Expenses Before Depreciation	<u>162,068</u>	<u>162,068</u>	<u>145,520</u>	<u>16,548</u>		<u>138,208</u>
29 Depreciation	1,248	1,248	750	498		1,228
30 Total Expenses	<u>163,316</u>	<u>163,316</u>	<u>146,270</u>	<u>17,046</u>		<u>139,436</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>38,730</u>	<u>38,730</u>	<u>17,150</u>	<u>21,580</u>		<u>47,122</u>

Input cells

Village: Oakland Mills  
 Fiscal Year: 2018  
 Quarter: 1  
 Date Prepared: 3-Sep-17

**STATEMENTS OF FINANCIAL POSITION**  
**May 1 - July 31**

	2018	2017	Variance
<b>ASSETS</b>			
CASH AT END OF PERIOD:			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	190,013	128,983	61,030
Cash (Savings Accounts)	89,687	138,849	(49,162)
Short term investments	20,468	20,459	9
Total Cash and Investments	<u>300,268</u>	<u>288,391</u>	<u>11,877</u>
Accounts Receivable	732	552	180
Loan Receivable			0
Prepaid Expenses			0
Inventory			0
Other Current Assets	<u>732</u>	<u>552</u>	<u>180</u>
Furniture, Fixtures and Leasehold Improvements	96,106	94,025	2,081
Accumulated Depreciation	(91,807)	(86,791)	(5,016)
Net Furniture and Fixtures	<u>4,299</u>	<u>7,234</u>	<u>(2,935)</u>
<b>TOTAL ASSETS</b>	<b><u>305,299</u></b>	<b><u>296,177</u></b>	<b><u>9,122</u></b>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	2,597	853	1,944
Amount Payable to Contingency Fund	21,346		21,346
Security Deposits	21,735	22,875	(1,140)
Sales Tax			0
Deferred Revenue - CA	100,399	97,517	2,882
Deferred Revenue - Other			0
Accrued Liabilities - Payroll	28,378	34,049	(5,671)
Accrued Liabilities - Other	737	(163)	900
Long Term Debt Due Within 1 Year			0
Subtotal - Short Term Liabilities	<u>175,192</u>	<u>154,931</u>	<u>20,261</u>
Long Term Debt Due After 1 Year			0
Unrestricted Net Assets:			
Beginning of year	91,377	94,124	(2,747)
Increase/(Decrease) in Unrestricted Net Assets for Year	<u>38,730</u>	<u>47,122</u>	<u>(8,392)</u>
Net Assets - Year-to-Date	<u>130,107</u>	<u>141,246</u>	<u>(11,139)</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>305,299</u></b>	<b><u>296,177</u></b>	<b><u>9,122</u></b>

Oakland Mills Safety and Security Committee									
NOTICE: Police have made an arrest in multiple theft cases in which the suspect(s) stole tires and rims from vehicles. Through investigation, police determined that 2 suspects stole tires and rims from 12 vehicles in Howard County from June through August.									
REPORT	BEGINS	08/22/2017	Location	Incident	Weapon Used	Injury	Arrest Made	Notes	
Date Reported	Time								
08/26/2017	PM	Somewhere in Thunder Hill	Vehicle Hit and Run	No	No	No		Resident reported a hit and run to a vehicle parked on the street in front of their residence. Extensive damage to back bumper.	
09/03/2017	9:15 AM	5500 block Twin Knolls Road	Commercial Burglary	No	No	No		Unknown suspect(s) gained entry to the Best Met Publishing business and stole a set of earphones. No forced entry was observed.	
09/10/2017	6:44 AM	5800 block Stevens Forest Road	Vehicle Theft	Yes	No	✓		Police responded to a report of a stolen 2016 Toyota Corolla. A short time later, police responded to a shoplifting call at the Walmart at 2300 North Ridge Road in Ellicott City. Police located the shoplifting suspect and determined that he was in possession of the keys to the vehicle reported stolen. The vehicle was located in the parking lot and a search revealed a handgun and drugs.	
09/11/2017	4:30 PM	Route 29 and River Edge Road	Vehicle Fire	No	No			Motorist reported vehicle on fire. Significant damage reported.	
REPORT	ENDS	09/11/2017							

**Holly Court Driveway Issues  
August 22, 2017**

I, Bill McCormack Jr., as an Oakland Mills Village Board member and Chair of our Housing Committee was invited by Holly Court HOA representatives to attend their meeting with Howard County Government employees to discuss the HOA request that Howard County take ownership of the private driveways on Holly Court property.

The following are from my notes.

Basic points made by Holly Court

- There is a basic inequity between and among town house/condo HOAs concerning driveways. HOAs, like Holly Court, own the driveway, and therefore have the maintenance, replacement and snow clearing expense. Other HOAs, like Emerson Hill, have the county own the driveways (actual county roads with names) and the county has the maintenance, replacement and snow clearing expense.
- Holly Court Board of Directors' proposal to raise the money for replacement through a special assessment was voted down by the membership.
- Through the years, Howard County government approved subdivision plans that caused driveways in some HOAs to be private while driveways in other HOAs to be public and maintained as county roads. This inequity has caused major infrastructure costs for repaving driveways and plowing snow in HOAs that were made responsible for their private driveways. Because these huge costs are not affordable in small HOAs, the condition of their driveways will continue to deteriorate and will depress property values in the HOAs and the County's assessment income.
- The Holly Court HOA wants to partner with the County to remove this long-standing discrepancy and find a cost effective solution.

Basic points made by the County

- The existing process for the county to take over the driveways is the subdivision process that requires a petition by Howard Hughes to change the FDP, review by the Planning Board, plat changes, road drawings, etc.
- In response to a question, the county indicated that only one applicant had initiated the process in the last ten years to the best of their knowledge.

Holly Court response

- The subdivision process is cost prohibitive

Basic points I made

- Oakland Mills Housing Goals and Plans lists finding financial aid from the government and from grants to non-profits to aid HOAs in repaving driveways.
- When I served on Allan Kittleman's Transition Team for Housing and Community Development, Leonard Vaughan raised this very issue as a major problem, and suggested the county, and in Columbia, CA also get involved in finding solutions to protect the long term viability of the tax base in those HOA properties.
- Howard County code allowed the creation of this problem. Going forward, hopefully, the county will change code to require developers to turn over all driveways to the county in town home/condo HOA situations.
- The County has a vested interest in protecting its tax base so I suggested that research be done to see if other jurisdictions have found workable, cost effective solutions for existing HOAs who own their driveways.

#### County response

- We will take this countywide issue of HOA driveway ownership to the County Executive and Chief of Staff.
- The solution will need the County Executive and the County Council involvement.